

Adjutant General's Department

3/28/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Antiterrorism Program Manager https://www.da.ks.gov/ps/pub/reginfo.asp?id=171223	DOMS KSNG	April 16, 2012
Salina	1,2,3	Unclassified Full-time	Administrative Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=171220	KDEM Crisis City	April 3, 2012
Topeka	1,2,3	Unclassified Full-time	REOPENED Environmental Scientist https://www.da.ks.gov/ps/pub/reginfo.asp?id=170972	DOFE	Open Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Antiterrorism Program Manager – Planner III **Director of Military Support – KS National Guard, Topeka, KS**

Requisition # 171223 – Open until April 16, 2012 – Full time, unclassified with benefits, state position, \$23.31 to \$31.47 per hour (negotiable commensurate with background). Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Antiterrorism Program Manager - Program Management:

- Manages and develops KSARNG Antiterrorism Program. Reviews, develops, and implements antiterrorism policies, standards, and procedures in compliance current Department of Defense (DoD), Department of the Army (DOA), National Guard Bureau (NGB), and KSARNG regulations.
- Prepares annual KSARNG threat assessment, in coordination with Federal, State, and local law enforcement agencies.
- Advises Adjutant General and key military and civilian leaders on all antiterrorism matters.

Antiterrorism Planning:

- Develops, coordinates, updates, and guides KSARNG Antiterrorism Plans to protect Federal and State personnel, resources, and assets.
- Plans for mitigation against, preparation for, response to, and recovery from terrorist acts.

Community Collaboration and Training:

- Participates in emergency operations for disasters affecting military operations or to support civil authorities in antiterrorism and force protection.
- Meets with Federal and State organization (i.e. Highway Patrol) representatives, and local government (County and City Law Enforcement, Emergency Medical) develop integrated antiterrorism plans and conducts antiterrorism work group meetings.
- Participates in meetings, training, conferences, etc. at all levels focused on antiterrorism and terrorist operations.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

Budget/Fiscal:

- Prepares annual KSARNG budget for the Antiterrorism Program, including operation and training costs, equipment, assessments, etc.
- Oversees funding of approximately \$1.8 million.
- Projects equipment and special service expenses for current and future years, and seeks related bids for cost submission.

Other:

- Coordinates and monitors training requirements for KSANG units, employees, and other personnel.
- Conducts annual vulnerability assessment of sites and develops corrective measures.

Minimum and Preferred Qualifications: Required - U.S. Citizen. Possess or able to possess a Top Secret Security Clearance. Six years of education and/or experience in antiterrorism force protection, antiterrorism, emergency management, physical security, operational security (OPSEC) or closely related field; included or supplemented by, at least three years in the antiterrorism field; experience developing written plans, policies, or standard operating procedures; federal, state and local law enforcement knowledge and preferred law enforcement background and knowledge of National Guard structure. Must have excellent written and verbal communication skills and proficiency in personal computer business applications. Within six (6) months of hire, must successfully complete Physical Security course and Level II Antiterrorism Officer/Course. Preferred: Bachelor's degree; antiterrorism force protection at a wing, installation, or state level; and leadership experience at the unit or department level.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense TOP Secret Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #171223. The Adjutant General's Department is an Equal Opportunity Employer.

Administrative Specialist Kansas Division of Emergency Management – Crisis City - Salina, KS

Requisition # 171220 – Open until April 3, 2012 – Full time, unclassified with benefits, state position, \$15.75 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Administrative Specialist: Responsibilities include managing procurement processes and ensuring follow-through on fiscal requirements; coordinating and scheduling training events, meetings, and conferences for the use of Crisis City venues and/or classrooms; coordinating conference calls and distributing related agendas and support documents; coordinating and securing travel arrangements and related documentation for staff; developing and distributing correspondence to appropriate partners on various project initiatives; managing communication systems and technical needs for staff and participants using the training facility; managing schedules and calendar events and conducting follow-up on information gaps; maintaining files, reports, committee and working group contacts, rosters, and list serves; provides direct assistance to management in other sections within the division and agency as directed.

Minimum and Preferred Qualifications: Three years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

REOPENED Environmental Scientist
Director of Facilities Engineering - Environmental, Topeka, KS

Requisition # 170972 – Open until Filled – Full time, unclassified with benefits, state position, \$23.31 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Environmental Scientist - Hazardous Waste Manager: Responsible for advising on Hazardous Waste Management issues, including hazardous waste minimization, transportation, and RCRA training for the Kansas Army National Guard (KSARNG). Provides technical assistance and information to KSARNG personnel on solid and hazardous waste management procedures. Researches and recommends hazardous waste minimization strategies. Reviews and maintains appropriate laws, regulations and guidance in specialty areas. Coordinates with Department of Defense agencies, Kansas Department of Health and Environment, DOT and other State agencies as well as with State and Local emergency planning committees, contractors and consultants on hazardous materials/waste activities. Researches and provides recommendations on the testing and disposal of materials that do, or may possibly, contain hazardous waste, and coordinates the proper disposal when necessary.

Minimum and Preferred Qualifications: Requires at least 24 college credit hours in physical, biological or environmental science (or closely related field); at least two year of experience in working in the environmental field, preferably in hazardous waste management.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>
 (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

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